



**Application for Initial Certification
as a Reentry Court
Established under IC 33-23-14**

Date:

Reentry Court Name:

Supervising Judge:

Name

Address:

City/State/Zip Code

Telephone:

Email:

Reentry Court Coordinator:

Name

Address:

City/State/Zip Code

Telephone:

Email:

Type of Court:

- ☐ Circuit
☐ Superior
☐ City

Reentry Court Jurisdiction

- ☐ Adult
☐ Juvenile

Type of Supervision:

(check all that apply)

- ☐ Community Transition Program (CTP)
☐ Parole
☐ Probation / Split Sentence
☐ Community Corrections

Start Date/Projected Start Date:

Signature – Reentry Court Judge

Date

Signature – Reentry Court Coordinator

Date



Please include the following attachments to the application for initial certification as a reentry court.

Attachment A Reentry Court Description

This attachment should include a description of the reentry court including the following information:

- a. **Target population** (what offender population the reentry court will serve).
- b. **Eligibility criteria** (a description of the criteria used to determine whether an offender may be placed in the reentry court).
- c. **Estimated enrollment** (the number of offenders to be served by the reentry court in the first 12 months).
- d. **Goals** (broad statements of what the reentry court intends to accomplish).
- e. **Objectives** (specific statements about what the reentry court seeks to achieve within a certain time frame).
- f. **Performance indicators** (the data which will be collected to measure each objective).

Attachment B Organizational Plan

This attachment should consist of an organizational chart and a description of the court's operational and administrative structure to include:

- a. **Advisory body members**, if an advisory body has been appointed (name, agency address, telephone and fax numbers, e-mail address)
- b. **Reentry court staff and team members** (name, agency, address, telephone and fax numbers, e-mail address)
- c. **Service provider information** (name, agency, address, telephone and fax numbers, and e-mail address for each agency providing services to reentry court participants)
- d. **Referring courts** (names of other courts referring or transferring cases to the reentry court)



Attachment C Implementation Plan

This attachment should include the detailed plan to implement the program. The court should include the following information:

- a. Description of the services to be provided by the reentry court.
- b. Description of the services to be provided by the community and a description of each agency providing services.
- c. Detailed timeline for specific activities with projected dates of completion. The plan must include establishing the advisory board or team, hiring of coordinator or other staff, staff training, identifying community resources, executing referral agreements with local service providers, and development of program policies and procedures.

Attachment D Reentry Court Policy and Procedure Manual

This attachment should include the court's policy and procedure manual and all forms to be used in the operation of the court, including screening and referral information, orientation information, consent for release of confidential information forms, and the reentry court participation agreement.

Attachment E Estimated Budget

This section should include the estimated reentry court budget including all projected income and expenses and anticipated funding sources. This attachment should also include a fee schedule for reentry court services described in IC 33-23-14-4. The court must also include a copy of the court rule adopting the schedule of fees as required by IC 33-23-14-12.

Attachment F Additional Information

This attachment may include any additional information the court would like to provide related to the planning and implementation of the reentry court.

For assistance completing this application, please contact Mary Kay Hudson, Problem-Solving Court Administrator, at mkhudson@courts.state.in.us

Reference

IC 33-23-14-7

Petition for approval of a reentry court; contents

Sec. 7. In addition to satisfying the requirements of section 6 of this chapter, a court seeking to establish a reentry court must submit a petition for approval of the reentry court. The petition must contain the following:

- (1) A full description of a proposed reentry court.
- (2) Evidence that the court has considered:
 - (A) how to best use community based services; and
 - (B) the role that community based services will play in the development and implementation of the reentry court.
- (3) A proposed budget for the reentry court.
- (4) Details on the implementation of the reentry court.

As added by P.L.60-2006, SEC.3.